



American Consulate General, Chennai

June 20, 2013

Vacancy Announcement Number: CHE-PSAP-2013-12-T1

OPEN TO: All Interested Candidates

POSITION: Commercial Specialist **(TRAINEE LEVEL)**
(HYA/FCS-003-T1)

Level (Trainee Level) - FSN-10; FP-05 (5 through 14)

Level (Full Performance Level) – FSN-11, Grade: FP-04

(The position will be filled at the appropriate level, depending on the selected candidate).

OPENING DATE: June 20, 2013

CLOSING DATE: July 11, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-05 (5 through 14)
Ordinarily Resident (OR) - Grade: FSN-10*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see **Definitions**) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

American Consulate General, Chennai, is seeking an individual for the position of Commercial Specialist in its Foreign Commercial Service office at Hyderabad.

NOTE: Applicants who respond to Vacancy Announcement number CHE-PSAP-2013-12 need not apply again for this announcement.

Applicants must apply on U.S. Mission's Universal Application for Employment (UAE) form and specify the vacancy announcement number. Applications not completed on UAE form, or without reference to a specific vacancy number will not be considered. Only completed forms will be considered. (Refer to application procedure below)

Only applicants who are selected for skills test/interview will be contacted.

BASIC FUNCTION OF POSITION

The position is a trainee level position for Commercial Specialist. The incumbent will work under the general supervision and guidance of Principal Commercial Officer (PCO) and learn to perform and master the below duties and responsibilities to reach full performance level.

Incumbent serves as the Office Director of the U.S. Commercial Service (USCS) Office in Hyderabad. As such, the incumbent is the principal advisor to the PCO for the region, with the overall function and responsibility to enhance the U.S. Commercial presence and increase U.S. Exports to India. The incumbent carries out the full range of CS functions in the State of Andhra Pradesh. As professional senior analyst and advisor to the U.S. staff in planning, organizing and administering programs to facilitate the marketing of U.S. goods and services, provides a wide range of advice and assistance to U.S. firms, including developing marketing strategies and long-range planning, preparing market research and reporting, organizing trade shows and events, and creating opportunities designed to facilitate exchanges between U.S. and host country business representatives. Analyzes market trends and evaluates market research, frequently of a complex nature, and is considered an expert in the sectors for which responsible. Maintains an extensive range of mid to senior-level contacts in business and government. Incumbent advises U.S. and host country clients on laws affecting trade and investment. Informs host government officials and business organizations about U.S. legislation, regulations and practices pertaining to foreign trade. Undertakes research and prepares complex factual and analytical reports on a variety of matters affecting U.S. exports and trade, particularly in the areas of responsibility. Investigates trade complaints and makes recommendations for resolution. Mentors junior staff, Commercial Assistant on Commercial Service policies and procedures, serves as team leader for more extensive projects, and may be requested to supervise and/or provide training to junior staff in all aspects related to the work of Commercial Specialists. Works with Principal Commercial Officer in Chennai, Consul General, ECON/POL in Hyderabad and the USDOC Advocacy Center and CS/New Delhi to provide advice and advocacy support for U.S. firms competing for major projects and sales in Andhra Pradesh. Works with leading multiplier organizations such as the IACC, the AMCHAM, and the CII to develop programs that support the U.S. exports and commercial objectives.

QUALIFICATIONS REQUIRED:

- Bachelor's Degree or equivalent in business management, economics, marketing, finance, international trade or similar field is required.
- Four years of progressively responsible experience in business, government or NGOs in the fields of marketing, trade promotion, economics, international trade or similar field is required.
- Required language proficiency:
 - English: Level IV (fluency) in speaking; level IV in writing and level IV in reading.
 - Telugu/Hindi: Level III (good working knowledge) in speaking; level III in writing and level III in reading.

(When applying for the position, please indicate your level of proficiency in the languages. Please use numeric digit 1, 2, 3 or 4 if you are unable to enter the Roman numerals).

- Thorough knowledge of the domestic economy and trading practices; comprehensive understanding of foreign trade policy and issues affecting the domestic economy's bilateral trade relations with the United States; understanding of USG trade policies and export promotion programs; working knowledge of international trade (terms and procedures).
- Ability to: develop and maintain an extensive range of appropriate mid-to-senior-level contacts in the host government and private sector. Good PR and interpersonal skills to enable meet and interact with people from all walks of life. Ability to plan, organize and execute complex commercial research projects; to prepare precise and accurate factual and analytic reports; and render advice with detachment and objectivity, employing sound professional judgment.
- Must have good computer skills, especially in MS Office & MS Outlook.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position should submit the following:

- Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-0174) is available on website:
http://chennai.usconsulate.gov/job_opportunities.html **or**
- A current resume or curriculum vitae that provides the same information found on the UAE (see **Appendix A**); **or**
- A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Consulate General
Human Resources Office
Attention: Management Officer

220 Anna Salai
Chennai 600 006

or

FAX: 2857 4455/ 2811 2020

or

E-mail: chennai-vacancies@state.gov

(Please insert "**CHE-PSAP-2013-12-T1**" (Vacancy Announcement Number) in the subject line of the e-mail. Applications without the announcement number or with incorrect announcement number will not be considered).

POINT OF CONTACT

Vijaya Mahesh

Human Resources Office

Telephone: 2857-4000 / 2857-4115

APPENDIX A

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date of Birth (mm-dd-yyyy) & Place of Birth (city, country)
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if Yes, Provide Number*)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (*Yes or No*)
- K. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service

Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: JULY 11, 2013

The U.S. Mission in Chennai provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: M: Wesley Tompkins

Cleared: FCS: James Golsen

Drafted: M/HR: Vijaya Mahesh